

**TOWN OF GRAND ISLE  
SELECTBOARD  
MINUTES OF THE MEETING  
December 18, 2017**

**I. CALL TO ORDER:** Adam White called the meeting to order at 7:04PM.

**Board Members Present:** Adam White-Chair, Bill Baron-Vice Chair, AnnaMarie DeMars, Diane Cota and Jeff Parizo

**Board Members Not Present:**

**Community Members Present:** Dwight Bullis, Sheriff Ray Allen, Melissa A. Boutin, Ron Bushway, Brad Sheridan, William LeClair, Donna LeClair, Phillip A. Horican, Richard Ryder, David Graham, Shawn Mercy and Rachael Griggs

**II. GUESTS: Sheriff Ray Allen – Department Budget and Purchase of Nut Free chocolates Building:** Grand Isle Sheriff Ray Allen passed out the Sheriff Department’s budget request for FY 2019. Sheriff Allen answered questions about the budget and discussed the year in review for services provided to Grand Isle. Discussion moved to the proposed purchase of the building in which Nut Free Chocolates currently occupies on Rt.2 in Grand Isle. Sheriff Allen explained the need for a larger building for the department and how this building fits their needs.

Adam White thanked the Sheriff for coming and for his continued service to our Town.

**Phil Horican – Town Office Repair Project:** Phil Horican requested the Selectboard put this project out to bid again. After discussion he was told the contract has been signed with Landry Carpentry and will be moving forward in January 2018.

**Rick Ryder – Culvert:** Rick Ryder said he believes the newly installed culvert on Reynolds causes excess water to flow onto his and flood his property. After discussion he was told when a culvert is replaced the State of VT requires the size of a replacement to be 24 inches. The State no longer allows just ditching. Sheet flow is the required process and adding material such as gravel is added to ditches.

Adam White said for everyone’s benefit he asked Ron Bushway, Road Commissioner to provide Rick Ryder with the name and phone number of the VT State official who told our highway department how this had to be done so Mr. Ryder could contact him.

**Donna LeClair – Current State of the DRB:** Donna LeClair, DRB Clerk said she has received letters from residents to fill the vacancies on the Development Review Board. She was wondering how the Selectboard would like her to proceed because at this time there isn’t a full DRB Board. She was asked to put another ad in The Islander and Adam White said he would also put it on Front Porch Forum.

**Amend Agenda for Matters Not Listed:** None added.

**III. REVIEW and APPROVE MINUTES:** Diane Cota motions to accept the minutes of December 4, 2017 as written. Jeff Parizo seconds the motion. All in favor and the motion passes.

Jeff Parizo motions to accept the minutes of December 11, 2017 as is. Adam White seconds the motion. Three are in favor, Bill Baron and Diane Cota abstain and the motion passes.

**IV. NEW BUSINESS:**

**January 1, 2018 SB Meeting Canceled:** No objections to canceling the Selectboard meeting on January 1, 2018.

**Re-Appointment Planning Commission Members:** After conformation from the Planning Commission Bill Baron motions to approve Shawn Mercy for a 3-year term, Dwight Bullis for a 2-year term and David Graham for a 2-year term beginning January 1, 2018. Diane Cota seconds the motion, 4 in favor Jeff Parizo, abstains and the motion passes.

Adam White thanks Shawn, Dwight and David for their hard work.

**Appoint Acting Zoning Administrative Officer:** Shawn Mercy said he his having a hard time fulfilling this appointment at this time. The Planning Commission, with 3 members present would like the SB to appoint Linda Effel to this position. The Acting ZAO is someone to step in during any absence of the ZAO.

Diane Cota motions to appoint Linda Effel as Acting Zoning Administration Officer. Bill Baron seconds, 4 in favor, Jeff Parizo abstains and the motion passes.

**Planning Commission Elevation Design Request:** Shawn Mercy, PC Chair reported the PC is checking into remodeling the old fire station building potentially housing the library, a Town community room and possibly some offices. The PC would like David Roy from Wiemann and Lamphere Architect to consult with a structural engineer and a civil engineer to get their input on the structure. If sound Wiemann and Lamphere would then draw up a rendering of the outside so we could bring options to the community for ideas. Shawn Mercy will instruct W&L to stay under a \$3500 amount. He said remodeling this building might be a structure that could save the Town hundreds of thousands of dollars. Diane Cota will be the SB representative to work with the PC.

**V. OLD BUSINESS:**

**VT Transco Error and Omission Letter:** At the previous SB meeting the letter from VT Trans was read and the Board wanted to know how much of the funds will be generated to the Town. Melissa Boutin, Town Clerk reported she didn't have the figures with her but if calculated correctly the tax rate would go down approximately .0057.

**Bylaws Vote:** Bill Baron motions to approve the Bylaw changes. Diane Cota seconds the motion, all in favor and the motion passes.

**Budgets:** Adam White said everyone's budget except the Town and Highway Department has been received. A January 9, 2018 at 6:00pm meeting will be set up to discuss budgets only.

**Fire Station Update:** Bill Baron gave the following Fire Station:

- 1) Project is four to six weeks behind schedule for exterior work; on schedule for interior elements. Landscaping and finish grading will be held in abeyance until spring 2018.
- 2) Siding contractor working seven days per week...making good progress.
- 3) Generator delivered, waiting for installation. Vermont Department of Public Safety has provided a three-month grant extension to March 18, 2017.
- 4) Budget on track, but very tight. Bill Baron will be meeting with Nate Hayward after holidays to review budget, change orders and allowance items.
- 5) Town will start providing snow removal in parking areas. Bill Baron to coordinate with Brad Sheridan, Town Road Foreman and Ron Bushway, Road Commissioner.
- 6) Next project meeting will be scheduled for early January 2018. Participants to include: Nate Hayward, Linc Prescott, David Roy, Todd Boutin, Joe Clark, and Bill Baron (sub-contractors as needed).
- 7) Operations and Maintenance annual expense estimate: \$18,270.00. Bill Baron erred on the high side of estimates. True costs will not be known until the building is occupied for a period of time.
- 8) Memorandum of Understanding (MOU): GIVFD (Boutin and Clark) signed document. Members of the Selectboard voted to approve and sign document. Adam White recused himself and did not sign the MOU due to his position as Assistant Fire Chief. Bill Baron noted similar MOU's should be developed between organizations providing municipal related services and using Town facilities. Examples mentioned: YOGI and Recreation Committee for use of the Donaldson Road Recreation Area; Library Commission and the Friends of the Grand Isle Library for the use of the current Library and the potential construction of a new Library.
- 9) Vermont Bond Bank application completed and submitted by Melissa Boutin, Town Clerk and Treasurer. Bond request for \$1.75 million...actual request might be slightly less when final construction costs are calculated.
- 10) Brad Sheridan sold 42 loads of fill from Fire Station overburden pile. 42 loads at \$25.00/load for a total of \$1,050.00. Funds will be deposited in the Town's Fire Station construction account.
- 11) Question of the pathway on the south side of Fire Station remains unresolved. Bill Baron will contact Geoff Green, District Six Act 250 Coordinator to discuss issue.
- 12) Ray Mitchell and Bill Baron will be compiling information for a comprehensive O&M manual.

**Highway Update:** Ron Bushway, Road Commissioner said there isn't much to report and the department has been busy.

**Buildings Facilities Manager Update:**

1. Ceiling at the Transfer Station: Diane Cota said the ceiling insulation material is still hanging down and asked when this would be removed. Ron Bushway said the person they were going hire never responded. Ron will make a note of it.
2. **Vehicle Removal:** The signs have been ordered for the Town owned property just east of the Town Office where cars have been parked. They read "No Parking-Tow Away Zone. The Sheriff will be contacted about enforcement.

12-18-17

**VI. REVIEW ORDERS and PAY BILLS:** No questions were asked.

**VII. EXECUTIVE SESSION:** None Held

**VIII. ADJOURNMENT:** AnnaMarie DeMars motions to adjourn at 9:15pm. Diane Cota seconds the motion, all in favor and motion passes.

Respectfully submitted,

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Rachael Griggs, Selectboard Secretary

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Adam White, Selectboard Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_